



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

**FISCAL YEAR 2015
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #42**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: September 14, 2015

SUBJECT: Transitioning the Child and Adult Care Food Program (CACFP) Claim System to the Michigan Nutrition Data (MiND) System

The Michigan Department of Education (MDE) will be integrating the CACFP claims system into the new MiND system effective on or around September 17, 2015. The overall process to submit CACFP claim data, however, will remain the same after the transition.

An instruction guide on how to submit CACFP program claims is attached to this memorandum to assist you with the transition to the new MiND system. The claim system instruction guide provides instructions on how to access and navigate the MiND system with helpful screen shots of the new system. The current reimbursement rates and the current claim submission deadlines have also been included for your reference.

Please note: Do not combine two or more months into one claim. Submit each month's claim separately and certify each claim once data entry is complete. The claim can be certified on the Sponsor Summary page or the Main Menu page.

For questions regarding this memorandum, contact the CACFP office at (517) 373-7391.

Attachments: MiND Claim System Instructions
July 1, 2015 – June 30, 2016 Reimbursement Rates
Claims Submission Deadlines

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**Michigan Department of Education
Office of School Support Service
Child and Adult Care Food Program**

**Reimbursement Rates
July 1, 2015 – June 30, 2016**

Child Care Centers			
CATEGORY	BREAKFAST	LUNCH/SUPPER	SNACK
Category A (Free)	\$1.66	\$3.07	\$. 84
Category B (Reduced)	\$1.36	\$2.67	\$.42
Category C (Paid)	\$.29	\$.29	\$.07
An additional \$.2375 cash-in-lieu of commodities is paid for each lunch and supper served			

FAMILY DAY CARE HOMES			FAMILY DAY CARE HOME SPONSORS	
	Tier 1	Tier 2	0-50 Homes	\$111 per Home
Breakfast	\$1.32	\$0.48	51-200 Homes	\$ 85 per Home
Lunch/Supper	\$2.48	\$1.50	201-1,000 Homes	\$ 66 per Home
Snack	\$0.74	\$0.20	Each Home over 1,000	\$ 58 per Home

60-Day Deadline and Late Claim Exceptions – Fiscal Year 2016

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) at the [link to MiND web site](#).

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2015	November 10, 2015	December 30, 2015
November 2015	December 10, 2015	January 29, 2016
December 2015	January 10, 2016	March 1, 2016
January 2016	February 10, 2016	April 1, 2016
February 2016	March 10, 2016	April 29, 2016
March 2016	April 10, 2016	May 30, 2016
April 2016	May 10, 2016	June 29, 2016
May 2016	June 10, 2016	July 30, 2016
June 2016	July 10, 2016	August 29, 2016
July 2016	August 10, 2016	September 29, 2016
August 2016	September 10, 2016	October 30, 2016
September 2016	October 10, 2016	November 29, 2016

Child and Adult Care Food Program (CACFP) Claim System Instructions


SNP CLAIM SYSTEM ACCESS:

[Michigan Education Information System Home Page](#)

Child Nutrition Programs (CNP)

Claim and Payment Systems: MiND Michigan Nutrition Data System

Child Nutrition Programs (CNP)

- [Child Nutrition Program Security Agreement](#) 
- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim and Payment Systems**
 - [MiND Michigan Nutrition Data System](#)
 - ~~School Nutrition Programs Claims~~
 - Summer Camp Special Milk Program (SCSM) Claims
 - Summer Food Service Program (SFSP) Claims
 - Fresh Fruit and Vegetable Program (FFVP) Claims
 - Commodity Supplemental Food Assistance Program (CSFP) Payments
 - The Emergency Food Assistance Program (TEFAP) Payments
 - Community Eligibility Provision (CEP) Application
 - School Food Authority - Verification Collection Report (SFA-VCR)
 - School Lunch Year End Report (SLYER)

MiND LOGIN SCREEN:

Enter your MEIS Login and Password and click **Login**.

**Michigan Nutrition Data System**
Department of Education



Michigan.gov Home

MiND Home | Contact for MiND | MDE Home

Welcome to MiND!

The Michigan Nutrition Data (MiND) system was developed by the Office of School Support Service (OSSS), Michigan Department of Education (MDE) to integrate several subsystems supporting the Child Nutrition Programs offered by the United States Department of Agriculture (USDA).



- **The Claims and Reimbursement Systems:**
 - School Nutrition Program
 - Child and Adult Care Food Program
 - Summer Camp Special Milk Program
 - Summer Food Service Program
- **The Allocation and Payment Systems:**
 - Fresh Fruit and Vegetable Program
 - The Emergency Food Assistance Program
 - Commodity Supplemental Food Program
- **Application Processing System:**
 - Community Eligibility Provision
- **Annual Report Collection Systems:**
 - School Lunch Year-End Report data
 - School Food Authority - Verification Collection

MiND Login

Login

[Forgot Login/Password?](#)

MiND HOME PAGE:

Click on: Child and Adult Care Food Program (CACFP) Claims.



Michigan Nutrition Data System
Department of Education



Michigan.gov
An Official State of Michigan Web Site

Michigan.gov Home

MiND Home | Contact for MiND | MDE Home

Michigan Nutrition Data System - MiND

[MiND Home Page](#)

MiND

Logoff



[Click Here](#)

School Nutrition Program (SNP) Claims

The School Nutrition Program Claims System has been integrated into the new Michigan Nutrition Data System (MiND). The process remains the same to submit claim data. Please remember: Do not combine any claim months, submit each month separately and remember to Certify each claim after it is complete.


The average daily attendance factor is 93.8%. This factor accounts for the difference between enrollment and attendance. If meal counts claimed exceed this percentage, the "Justification for Exceeding the Attendance




Child and Adult Care Food Program (CACFP) Claims

MAIN MENU (CACFP Claims Tab):

Click on the appropriate month to enter claim information.



Michigan Nutrition Data System
Department of Education



Michigan.gov
An Official State of Michigan Web Site

Michigan.gov Home

MiND Home | Contact for MiND | MDE Home

Child And Adult Care Food Program Claims System

[Main Menu](#)

MiND

CACFP Claims

User Management

Help

Logoff

MiND / CACFP Claims

Sponsor:
Name:

Fiscal Year: October 1, 2014 - September 30, 2015 [Set](#)

Claim Month	Claim Status	Certify Claim	Deadline	Reimbursement	Status	Total Amendments
October 2014	Certified On: <input type="text"/> Certified By: <input type="text"/>	Certify	12/30/2014	<input type="text"/>	Report	1
November 2014	Certified On: <input type="text"/> Certified By: <input type="text"/>	Certify	1/29/2015	<input type="text"/>	Report	3
December 2014	Ready To Certify	Certify	3/1/2015	<input type="text"/>	Report	0
January 2015	To Be Completed	Certify	4/1/2015	\$0.00	Report	0
February 2015	Not Available	Certify	4/29/2015	\$0.00	Report	0
March 2015	Not Available	Certify	5/30/2015	\$0.00	Report	0
April 2015	Not Available	Certify	6/29/2015	\$0.00	Report	0
May 2015	Not Available	Certify	7/30/2015	\$0.00	Report	0
June 2015	Not Available	Certify	8/29/2015	\$0.00	Report	0
July 2015	Not Available	Certify	9/29/2015	\$0.00	Report	0
August 2015	Not Available	Certify	10/29/2015	\$0.00	Report	0

Claim data for all sites will be compiled under Sponsor Summary.

[Click Here](#)

SITE EDIT (Site Edit Tab):

Click **Save** after entering or amending claim data.

Multi-site sponsors can either click **Next Site** to move to the next building or return to the Site Listing and click **Enter/Edit Site Data** for each site.

The screenshot shows the 'Site Edit' page for the Michigan Nutrition Data System. At the top, there are logos for Michigan Education and Michigan.gov. The page title is 'Child And Adult Care Food Program Claims System' with a 'Site Edit' sub-header. Navigation tabs include MIND, CACFP, Sponsor Summary, Site Edit (active), User Management, Help, and Logoff. Below the navigation, there are fields for 'Sponsor:', 'Site:' (with a dropdown), 'Fiscal Year: 2015 (October 1, 2014 - September 30, 2015)', and 'Claim Month: December 2014'. A 'Go' button is next to the Site field, and a 'Next Site-->' button is at the bottom right. The main section is 'Site Details' with a 'Site Name:' field and a 'Last Edit On: Feb 4 2015 9:57AM' timestamp. Below this is a table with columns for 'Category', 'Breakfasts', 'Lunches', 'Suppers', and 'Snacks'. The 'Days Served' is set to 12. The table rows are: Child Care - A (Breakfasts: 163, Lunches: 165, Suppers: n/a, Snacks: 153), Child Care - B (Breakfasts: 0, Lunches: 0, Suppers: n/a, Snacks: 0), Child Care - C (Breakfasts: 0, Lunches: 0, Suppers: n/a, Snacks: 0), At Risk (Breakfasts: n/a, Lunches: n/a, Suppers: n/a, Snacks: n/a), and Emergency Shelter (Breakfasts: n/a, Lunches: n/a, Suppers: n/a, Snacks: n/a). At the bottom, there is a 'Click Save Button After Entering or Amending Above Data' instruction and a 'Save' button.

Category	Breakfasts	Lunches	Suppers	Snacks
Child Care - A	163	165	n/a	153
Child Care - B	0	0	n/a	0
Child Care - C	0	0	n/a	0
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a

Errors will be displayed under the site name. All errors must be corrected in order to certify the claim. If there are no errors, "Site information saved successfully" will be displayed.

The claim must be certified after all claim data has been entered or amended.

The screenshot shows the 'Sponsor Summary' page for the Michigan Nutrition Data System. At the top, there are logos for Michigan Education and Michigan.gov. The page title is 'Child And Adult Care Food Program Claims System' with a 'Sponsor Summary' sub-header. Navigation tabs include MIND, CACFP Claims, Sponsor Summary (active), User Management, Help, and Logoff. Below the navigation, there are fields for 'Sponsor:', 'Fiscal Year: 2015 (October 1, 2014 - September 30, 2015)', and 'Claim Month: December 2014'. A 'Certify' button is next to the Sponsor field. The main section is 'Sponsor Details' with a message box stating 'Sponsor information saved successfully' and two bullet points: 'All site pages MUST be saved before proceeding to Certify.' and 'Remember to Certify this claim after all data has been entered.' Below this are two tables. Table A, 'General Information', has 4 rows: 1. Total number of days food service was provided (15), 2. Average daily attendance (1540), 3. Number of centers participating in CACFP (68), and 4. Total enrollment (1540). Table B, 'Food Service Income', has 1 row: 1. Program Income (0). Table C, 'Food Service Operation And Administrative Costs', has 7 rows: 1. Food (93127), 2. Non-food supplies (5383), 3. Food Service Labor & Benefits (226485), 4. Administrative (20829), 5. Depreciation (0), 6. Allocated Costs (0), and 7. Total costs (345824).

A. General Information	
1.	Total number of days food service was provided: 15
2.	Average daily attendance: 1540
3.	Number of centers participating in CACFP: 68
4.	Total enrollment: 1540

B. Food Service Income	
1.	Program Income: 0

C. Food Service Operation And Administrative Costs	
1.	Food: 93127
2.	Non-food supplies: 5383
3.	Food Service Labor & Benefits: 226485
4.	Administrative: 20829
5.	Depreciation: 0
6.	Allocated Costs: 0
7.	Total costs: 345824

CERTIFY ON SPONSOR SUMMARY OR MAIN MENU:

Certify the claim after all data has been entered and saved.
If the original claim is amended, it must be re-certified.

The claim can be certified on the Sponsor Summary screen.

Michigan Nutrition Data System
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

Child And Adult Care Food Program Claims System

Sponsor Summary

MIND / CACFP Claims / **Sponsor Summary** / User Management ▾ / Help ▾ / Logoff

MIND / CACFP Claims / Sponsor Summary

Sponsor: Fiscal Year: 2015 (October 1, 2014 - September 30, 2015) Claim Month: October 2014

Certify

Sponsor Details

A. General Information

1.	Total number of days food service was provided	<input type="text" value="23"/>
2.	Average daily attendance	<input type="text" value="16"/>
3.	Number of centers participating in CACFP	<input type="text" value="68"/>
4.	Total enrollment	<input type="text" value="24"/>

B. Food Service Income

1.	Program Income	<input type="text" value="0"/>
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C. Food Service Operation And Administrative Costs

1.	Food	<input type="text" value="143933"/>
2.	Non-food supplies	<input type="text" value="8080"/>
3.	Food Service Labor & Benefits	<input type="text" value="226485"/>
4.	Administrative	<input type="text" value="20829"/>
5.	Depreciation	<input type="text" value="0"/>
6.	Allocated Costs	<input type="text" value="220000"/>
7.	Total costs	<input type="text" value="619327"/>

Click Save Button After Entering or Amending Above Data

Save

The claim can also be certified on the Main Menu.

Michigan Nutrition Data System
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

Child And Adult Care Food Program Claims System

Main Menu

MIND / CACFP Claims / User Management ▾ / Help ▾ / Logoff

MIND / CACFP Claims


Sponsor: Fiscal Year: October 1, 2014 - September 30, 2015 **Set**

Name:


Claim Month	Claim Status	Certify Claim	Deadline	Reimbursement	Status	Total Amendments
October 2014	Ready To Certify	Certify	12/30/2014	\$156,031.42	Report	1

CERTIFICATION:

Verify the data then click **YES** to certify that the claim is true and correct.



Michigan Nutrition Data System
Department of Education



Michigan.gov
All Government Services Online

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

Child And Adult Care Food Program Claims System

Certification

MIND | CACFP Claims | **Sponsor Summary** | User Management | Help | Logoff

MIND / CACFP Claims / Sponsor Summary

Sponsor:

Fiscal Year: 2015 (October 1, 2014 - September 30, 2015)

Certify

Claim Month: October

The claim you are certifying is beyond the final deadline December 30, 2014
• You can amend and certify the claim. It will be reviewed and you will be notified regarding late claim submission.

Sponsor Details

A. General Information

1.	Total number of days food service was provided	23
2.	Average daily attendance	16
3.	Number of centers participating in CACFP	68
4.	Total enrollment	24

B. Food Service Income

1.	Program Income	0
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C. Food Service Operation And Administrative Costs

1.	Food	143933
2.	Non-food supplies	8080
3.	Food Service Labor & Benefits	226485
4.	Administrative	20829
5.	Depreciation	0
6.	Allocated Costs	220000
7.	Total costs	619327

Site Totals

Category	Breakfasts	Lunches	Suppers (Excluding At-Risk)	Snacks (Excluding At-Risk)
A	22221	28834	n/a	27326
B	690	663	n/a	772
C	1594	1690	n/a	1780
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a
Adult Care - A	n/a	n/a	n/a	n/a
Adult Care - B	n/a	n/a	n/a	n/a
Adult Care - C	n/a	n/a	n/a	n/a

I certify that this claim is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing agreement. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Yes

No

MAIN MENU (CACFP Claims Tab):

The date/time the claim was certified and amount of reimbursement can be viewed.

Click on the **Report** button to view the Status Report for the claim.